

Crestbrook Homeowners Association

Board Meeting Minutes, July 11, 2023

- I. **Call to order** – Mr. Brabrook called the ZOOM meeting to order at 07:05PM. Four board members and the property manager, Ms. Cornaire were present.

Mark Brabrook	Charlie Taylor	Lew Thorp	Raven Catlin
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Review / Approval of meeting minutes: The May 2023 minutes were approved as amended.

II. **Homeowner Forum:**

Two properties were discussed. One involving a back yard issue on Rock Chapel and a rental on Powells Tavern. Ms. Cornaire sent letters to the owners of both properties requesting corrections be made. Mr. Brabrook stated trash had been removed and the yard mowed regarding the Powells Tavern rental property.

III. **Old Business:**

Mr. Brabrook requested an update on the Architectural Review Guideline document. Ms. Catlin stated she has a self-imposed deadline of 18 Aug 2023 to have a draft completed for review. The focus for the guide is to support the traditional look and feel of the Crestbrook community. Assistance was offered by Mr. Brabrook.

IV. **New Business:**

- A fall yard sale was proposed for the September time frame. Date to be determined.
- The email soliciting a community wide composting service was ignored.

V. **The Committee Chairmen Reports:**

- Neighborhood watch: Nothing to report.
- Management: Ms. Cornaire provided a summary of a VA lawclass she had attended. She passed on three items of interest.
 1. A proposal for establishing the ability for HOAs to fine property owners for HOA violations was voted down by the State Legislature. This was a second attempt for this proposal. Based on these past immediate results to key stakeholders in this proposal have given up on ever trying again.
 2. Changes were established for the old Resale Disclosure Packet. First key change is that it is now called the “Resale Certificate”. The second change is that this packet now consists of a standardized 33-page PDF document with 25 topic areas. Ms. Cornaire has provided the Common Interest Community Board (CICB) with critical feedback to improve the document. Her persistence is appreciated.
 3. A requirement for HOA annual budgets is now in place. HOA’s must include in the notes of the budget more details on Reserve status in accordance with the law.
- Architectural Reviews: Mr. Taylor stated there were three reviews added and required board approval. The applications for 2023 are listed below.

Application Date	Address	Subject	Initial email approval	Board Approval
111422	1400 Skyhavenl Court	Fence Movement	022123	031423
021223	1319 Shallow Ford Road	Replace Fence	022723	031423
030423	12503 Rock Chapel Court	Swimming Pool	031523	031423
032723	1315 Shallow Ford Road	Sunshade	040523	050923
032923	1310 Rock Chapel Road	Rock walkway & Garden	040523	050923
041023	1308 Rock Chapel Road	Roof	041323	050923
041223	13661 Shallow Ford	Fence	041323	050923
042323	1430 Powells Tavern Place	Siding & Deck	042723	050923
050923	1323 Mason Mill Court	Shed	050923	050923
051123	1402 Skyhaven	Solar Panels	061323	071123
062823	1339 Butter Churn	Siding	070223	071123
070123	1302 Yellow Tavern	Pergola	071123	071123

VI. Closed Session: This was to address outstanding dues. Five properties were added to the current six currently in for collection. The action from former board member, Mr. O'Donnell who personally followed up on dues notices, is missed.

VII. Adjournment. Meeting was adjourned at 7:50PM.

Minutes submitted by: Mr. Thorp

Action Items:

- Architectural Guidelines
- Dues follow up
- Draft a Fall Newsletter
- Set a date for the Fall Yard Sale